

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 44-136**

**29 APRIL 2014**



**Medical**

**LABORATORY PROGRAM**

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OPR: 59 MDTs/SGVLL

Certified by: 59 MDTs/CC  
(Colonel Jeffery Johnson)

Pages: 7

Supersedes: 59MDWI44-136, 8 April  
2010

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include deleted inpatient services and Wilford Hall Medical Center (WHMC) Forms 3012, *Throat Worksheet* and WHMC Form 5028, *Microbiology Log*.

### **1. Introduction.**

1.1. 59 MDTs Laboratory Flight Accreditation. Clinical and Anatomical Laboratory support is accredited by the following agencies:

1.1.1. The College of American Pathologists. Certification Number: 21422-01.

1.1.2. The Department of Defense (DoD) Clinical Laboratory Improvement Program (CLIP). Registration Number: DoD 7823601.

1.1.3. The Food and Drug Administration. License Number: 610; Registration Number: 1677552.

1.1.4. The American Association of Blood Banks. Membership Number: 008035.

1.1.5. Accreditation Association for Ambulatory Health Care (AAAHC). Certification Number: 93832.

1.2. Point of Care Testing. To ensure the validity of results, AAAHC and CLIP have determined that laboratory tests performed by testing sites other than 59 MDTs Laboratory Flight must be done under the same guidelines, methodologies, controls, and procedure documentation as if they were performed by 59 MDTs Laboratory Flight. Refer to 59MDWI44-103, *Quality Assessment for Point of Care Testing* for more information.

1.2.1. New Point of Care Testing. Anyone wishing to establish Point of Care Testing must request the approval of the 59 MDTs Laboratory Medical Director, through the 59 MDTs Laboratory Flight Quality Improvement Office (SGVLL). All approved or operational Point of Care Testing sites must be in compliance with 59MDWI 44-103.

1.3. Laboratory Information Systems. The Laboratory Information System (LIS) is one component of the Composite Health Care System (CHCS). LIS/CHCS is an integrated health care system that provides order-processing, specimen processing and results management.

1.3.1. LIS support for a particular patient is triggered by an order entered into the system. The system is designed for physician order entry, but will support order entry by other authorized users.

1.3.2. Only certified results are electronically available to local Military Health System users outside of the laboratory. Certified results maintained in CHCS become available to authorized users who inquire via any CHCS terminal in the Wilford Hall Ambulatory and Surgical Center (WHASC) or outlying medical clinics. Users inquiring about laboratory results identify the patient, review a display of orders for the patient (in chronological order) and select the order(s) of interest.

1.3.3. Outside Health Care Providers (HCPs). Outside HCPs must coordinate their request with the Laboratory Information Systems at 292-5459. To obtain results on patients that were ordered by an HCP different than the inquiring HCP/Clinic, the outside

HCP/clinic must contact the Release of Health Care Information Office at 210-292-5081/0284/2128.

## 2. General Information.

2.1. Laboratory Location. The 59 MDTs Laboratory Flight Main Laboratory is located on the second floor of the 59 MDW Clinic Annex, building (bldg) 4550. The following ancillary locations provide specialized functions.

2.1.1. The Morgue in room BC28 is utilized by the Anatomic Flight for autopsies.

2.1.2. First floor operating locations. Laboratory Specimen Collection provides phlebotomy to all outpatient and ambulatory overnight/observation patients. It is located in the Clinic Annex between Outpatient Pharmacy and WHASC Main Pharmacy.

2.1.3. There are off-site laboratories located in bldg 6612 (Reid Clinic), bldg 3425 (Blood Donor Center) and North Central Federal Clinic. See Laboratory Handbook for specific information.

2.2. Hours of Operation. Normal duty hours are Monday - Friday, 0730 to 1630, holidays excluded. Table 2.1. shows the extended normal operating hours for the indicated laboratory sections.

**Table 2.1. Laboratory Extended Normal Operating Hours.**

Laboratory Section	Operating Hours
<b>Anatomical Pathology Flight</b>	Pathologist on-call 24 hours (pager 513-0626)
Cytology	0730-1700 M-F
<b>Clinical Laboratory Flight</b>	Pathologist on-call 24 hours (pager 513-0626)
Specimen Collection (1st Floor)	0630-1630 M-F
Specimen Receiving	Open M-F, 0600-1700, other routine or timed specimens contact NCOIC @ 292-5752.
Blood Bank	Open 24 hours
Hematology	Open 24 hours
Coagulation	Open 24 hours
Urinalysis	Open 24 hours
Core Chemistry	Open 24 hours
Microbiology	Open 24 hours
Laboratory Information Systems	Normal duty hours M-F 0730-1615

**Table 2.2. Category of Isolation Specimens.**

TYPE ISOLATION	RESTRICTED SPECIMEN	SPECIAL PRECAUTIONS
AIRBORNE	Oral/Respiratory Secretions	Respirator Mask (Tecno N-95) for all airborne precautions. (Performed by a selected number of Laboratory personnel)
CONTACT	All Contact	Gloves and Gown before entering room.
DROPLET	All Items	Wear cup style mask before entering room.

### 3. Laboratory Handbook.

3.1. A comprehensive Laboratory Handbook including test panels for all sections of the lab, special instructions, proper request procedures which includes specific test-related information is available on the 59 MDW SharePoint, under Clinical, 59th Laboratory Squadron at <https://clinical.sammceis.lackland.af.mil/59LSQ/Laboratory%20Handbook/Laboratory%20Guide.pdf> and <https://kx.afms.mil/whmclab> (Lab Guide) for external customers.

### 4. Test Requisition Form.

4.1. Direct order entry must be accomplished before sending patients and/or specimens to the lab. In the event that CHCS is down, all test requests must be accompanied by a properly completed test requisition form 59 MDW Form 120, *Standard Lab Request*. The request form must be filled out by the requesting HCP, and sent to Laboratory Specimen Collection (first floor) or Central Operations Processing Laboratory (2G01A).

4.2. For outpatient clinic(s) collected samples, the family member prefix, sponsor's social security number, date of birth, sex, requesting location, requesting provider, provider's contact (i.e. pager number), and the collection date/time are items that must be on the 59 MDW Form 120 in order for the laboratory to process the request(s). If the outpatient is sent to the laboratory to be drawn, family member prefix, sponsor's social security number, date of birth, sex, requesting location, requesting provider, and provider's contact (i.e. pager number) are items that must be on the 59 MDW Form 120 in order for the laboratory to process the request(s). The tube station number is highly encouraged in case results need to be sent to the requesting HCP, [in the outpatient clinic], via the tube system during CHCS downtime. The HCP, in the outpatient clinic, must properly indicate the test(s) required by checking the adequate box from the options given. If a test needed is not one of the options provided, write it under the "Additional Test/Comments:" box. Enter therapeutic drugs in the "Additional Test/Comments:" box and circle RANDOM, PEAK, OR TROUGH accordingly. To determine the status of the request (Stat or Routine), check the appropriate box next to the test name; each test has a Stat or Routine option box next to it. If the Stat box is not available (box is black), the test is not orderable Stat. Most Chemistry tests may be collected either on a Green Top (Lithium Heparin) or Gold top (serum) tubes, but the laboratory prefers Green Top (Lithium Heparin) tubes. Any test marked with a specific color tube next to the test name must be collected in that specific color tube.

4.3. All 59 MDW Form 120 forms processed by the laboratory will be kept in a secured area for two years. After the retention period expires, they will be discarded according to the records disposition schedule Table and Rule T 44 – 02 R 01.00.

### 5. Microbiology Forms.

5.1. The Microbiology section will use 59 MDW Form 120, 59 MDW Form 3014, *Respiratory Worksheet*; 59 MDW Form 3016, *Stool Worksheet*; 59 MDW Form 3022, *Aerobic Wound Cultures*; 59 MDW Form 3055, *Urine Worksheet*; 59 MDW Form 3155, *Blood Culture/CSF Worksheet*; 59 MDW Form 5027, *Anaerobic Worksheet*; 59 MDW Form 5029, *R/O VIS/MRSA/B-STREP/VRE* to track and record results of all specimens cultured in Microbiology. All mentioned forms fulfill the same purpose but are for different specimen types/cultures.

5.2. 59 MDW Forms 3014, 3016, 3022, 3055, 3061, 3062, 3155, 5027, and 5029 processed by the laboratory will be kept in a secured area for two years. After the retention period expires, they will be discarded according to the records disposition schedule Table and Rule T 44 – 02 R 01.00.

**6. Legal Blood Alcohol Test (BAT) Form, 59 MDW Form 5071, *Sobriety Determination Report*.**

6.1. 59 MDW Form 5071, will be used for all legal BATs requested for judicial and/or administrative actions. When a legal BAT is authorized the laboratory technician will complete Sections I, II, III, and IV. Contract personnel are not allowed to draw legal BATs.

6.2. All laboratory testing of legal BATs will be performed at San Antonio Military Medical Center using 59 MDW Form 5071. All legal BAT results that are performed will be kept in a secured area for three years. After the retention period expires, they will be discarded according to the records disposition schedule Table and Rule T 44 – 02 R 01.00.

NICOLA A. CHOATE, Colonel, USAF, MC  
Chief of the Medical Staff

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 44-1, *Medical Operations*, 1 September 1999

59MDWI 44-103, *Quality Assessment for Point of Care Testing*, 20 August 2013

DoD 5400.7, *Freedom of Information Act*, 2 January 2008

DoD 6025.18-R, *DoD Health Information Privacy Regulation*, 24 January 2003

Privacy Act of 1974

Privacy Act System Notice F044 AF SG D, *Automated Medical/Dental Record System*, 29 August 2003

Privacy Act System Notice F044 AF SG E, *Medical Records System*, 18 June 2010

F044 AF SG K, *Medical Professional Staffing Records*, 18 November 1997

Title 10, United States Code, Section 8013, *Secretary of the Air Force*, 1 February 2010

***Prescribed Forms***

59 MDW Form 120, *Standard Lab Request*

59 MDW Form 3014, *Respiratory Worksheet*

59 MDW Form 3016, *Stool Worksheet*

59 MDW Form 3022, *Aerobic Wound Cultures*

59 MDW Form 3055, *Urine Worksheet*

59 MDW Form 3155, *Blood Culture/CSF Worksheet*

59 MDW Form 5027, *Anaerobic Worksheet*

59 MDW Form 5029, *R/O VIS/MRSA/B-STREP/VRE*

59 MDW Form 5071, *Sobriety Determination Report*

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Acronyms and Abbreviations***

**AAAH**C—Accreditation Association for Ambulatory Health Care

**BAT**—Blood Alcohol Test

**BLDG**—Building

**CHCS**—Composite Health Care System

**CLIP**—Clinical Laboratory Improvement Program

**DOD**—Department of Defense

**HCP**—Health Care Providers

**IAW**—In Accordance With

**LIS**—Laboratory Information System

**MDTS**—Medical Diagnostic and Therapeutics Squadron

**MDW**—Medical Wing

**WHMC**—Wilford Hall Medical Center